

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/P&TS/OL

EXTENSION

NO.

25X1

DATE

15 April 1983

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. P&PS/OL
ATTN:

2.

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Attached are P&TS' MBO updates, as well as new objectives for the remaining part of FY 1983. The new objectives have been approved by the D/L.

25X1

Att

25X1

3rd quarter

Office: OL/PATS
 Objective Statement: Comprehensive Review of Personnel Management
 Responsible Officer:
 Significant Funding Account: FY
 Quarter Ending:

O - Scheduled
 X - Actual

25X1

- 2 -

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<u>Career Development</u> Establish a Logistics Professional Development Program for all OL entrants: 1. Convass OL division and staff chiefs on training required in each specialty. 2. Design a training program to cover all OL components with emphasis on the specialty to which the entrant will be assigned. 3. Implement the program.		OX										
						O	-	-	-	-	O	
								O	-	-	-	O

SECRET

SECRET

Office:
 Objective Statement:
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 1983
 Quarter Ending:

O — Scheduled
 X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<u>RECRUITMENT</u>												
Identify sources of minority applicants of interest to OL and methods to recruit these individuals.											O	
Utilize outcome of preceding objective in current recruitment effort.											O	
<u>PERSONNEL EVALUATION</u>												
Review OL personnel evaluation criteria and revise as appropriate.												O
<u>COMMUNICATIONS</u>												
1. Develop content of and procedures for interviews with new ML careerists.									O			
Initiate interview program.										O		
2. Develop concept of a quarterly newsletter on personnel topics for OL employees.										O		
Publish first issue of the newsletter.												O